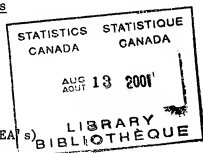
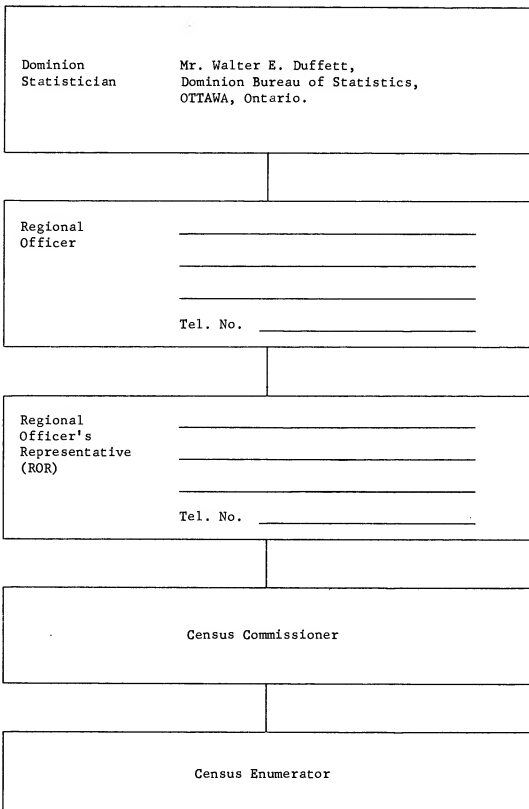


1966 CENSUS OF CANADA
COMMISSIONER'S MANUALTable of Contents

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1966 CENSUS
FIELD ORGANIZATION



FOREWORD

As a Census Commissioner, in the 1966 Census of Canada, you are one of a group of some 1,500 being appointed to direct and supervise the work of approximately 35,000 Enumerators. You will work under the direction of a Regional Officer's Representative (ROR), who is responsible to one of the eight (8) Regional Officers. Through them, you will be responsible to me for the organization and successful completion of the Census in the District assigned to you.

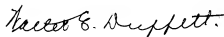
You will receive two or three days of training on technical and administrative matters immediately after your appointment. At a later date, you will receive two days' instruction in training techniques and check-out procedure, which will fully prepare you to train your Enumerators, and to carry out your remaining duties.

In addition to the general duties of organizing and directing the enumeration, you will hire, train, supervise and check the work of the Census Enumerators in your District. Too much stress cannot be laid on the necessity for hiring competent Enumerators and you will find that your task will be made far easier if you exercise great care in their selection.

Your duties as a Census Commissioner commence upon appointment, and end at such time as the work has been satisfactorily completed. The task of directing and supervising the field operations of the 1966 Census will require your diligent efforts. Success can only be achieved if the job is well organized and co-ordinated in all its phases.

This Manual has been prepared to cover the duties with which you will be engaged during your employment. Use it, together with the Enumeration Manual, as a reference and record book to provide the information necessary to carry out your area of responsibility in the 1966 Census.

The reliability and usefulness of any Census depends on the completeness and accuracy of the information obtained in the field. Census Commissioners are the officials in charge of the all-important task of collecting the basic facts by the individual Enumerators. The degree of success achieved in the 1966 Census will depend, in no small measure, on your energy, resourcefulness, and devotion to duty.



Walter E. Duffett,
Dominion Statistician.

1. Communications, Oaths of Office

1.1 Communi-
cations

The organization of the field work of the Census is outlined on the inside front cover of your Manual. As you can see, you are responsible to the ROR for your area, and through him to the Regional Officer and the Dominion Statistician. On occasion, you may receive communications from the Regional Officer, but, in general, you will communicate with your ROR to discuss any problems which arise in carrying out your duties.

1.2 Oath of
Office

Each Census Commissioner, Enumerator, Interpreter, etc., before commencing his duties must take and subscribe to an Oath of Office (Form 20). Field personnel for the 1966 Census are thereby under oath to fulfil their duties faithfully and honestly, and are sworn to secrecy on all matters which come to their knowledge by reason of this employment.

Your Oath of Office will be administered by the ROR, under whom you will be working, when you report for your administrative training.

You will be empowered to administer the Oath of Office to your Enumerators. This will be done at the time you distribute the portfolio of training supplies to your Enumerators.

1.3 Identity
Card

You will be supplied with an Identity Card (Form 12A) for your use during the field work to show proof of your identification as a sworn employee of the Dominion Bureau of Statistics.

2. Commissioner's Pay and Allowances

2.1 Payment

As a Census Commissioner you will be paid the sum of \$1,100 as follows:

- (1) \$400 as of May 31, 1966;
- (2) \$700 on completion, to the satisfaction of the Dominion Statistician, of the enumeration of your District.

At the end of your assignment you must complete and submit three copies of the Commissioner's Account (Form 30) to receive your final payment.

2.2 Deductions at source

At the time that the ROR administers your Oath of Office, he will have you complete a Tax Deduction Declaration (Form T 1, and also TP 1 in the Province of Quebec). If your total income including this \$1,100 exceeds your exemptions, deductions at the source will be made from your remuneration in accordance with the Tax Deduction Table.

Deductions for Unemployment Insurance will not be made.

2.3 Travelling expenses for instruction

If you are required to travel outside your headquarters or home area to receive instructions from the ROR you will be reimbursed in accordance with Government Travel Regulations as follows:

- (a) Return train, bus or boat fare from your home to the training centre. If public transportation is not convenient, you may use your own car, for which an allowance of 10 cents per mile will be made.
- (b) Hotel room and meals, if the expense for these items is less than the transportation costs to travel from home each day.
- (c) Noon meal if you are commuting daily.

Your ROR will discuss the arrangements applicable to you if you are required to travel outside your headquarters area for instruction.

2.4 Travelling expenses to supervise enumeration

Allowances for/or in lieu of travel expenses to supervise enumeration are based on the type of District as follows:

Type "X" (90% or more Type "A" EA's in District) \$20 Flat rate
Type "Y" (70 - 89.9% Type "A" EA's in District) \$40 Flat rate

Type "Z" (less than 70% Type "A" EA's in District - mileage at 10 cents per mile and reimbursement of other travel expenses as per Government Travel Regulations (see 2.9).

- 2.5 Long-distance telephone charges In case of emergency, you may contact an Enumerator by long-distance telephone. In the event that it is necessary for an Enumerator to phone you, arrange for the long-distance charge to be reversed to your account. Enter the charges for any long-distance calls on your expense account and support them with receipts. You are reminded, however, that long-distance calls must be used only when absolutely necessary.
- 2.6 Office expenses Most of the supplies required for your duties will be provided, but occasions may arise where small expenditures are required for items of office supplies with which you have not been provided. Such expenditures must be for essentials only (e.g., postage stamps for correspondence, shipping charges, etc.). They must be supported by receipts, regardless of amount, and itemized on your Statement of Expenses (Form 34).
- 2.7 Statement of Expenses (Forms 34, 34-1 and 34A) Commissioners in Types "X" and "Y" Districts are required to submit a Statement of Expenses (Form 34) at the month-end of April and May and on completion of their duties.
- Commissioners in Type "Z" Districts are required to submit a Statement of Expenses (Form 34) for the periods ending April 30, May 15, May 31, June 15 and June 30, and on completion of their duties.
- These Statements of Expenses (Forms 34 and 34-1 where more than one page is required) are to include any allowable travel expenses to attend instruction and other allowable expenses pertaining to the Commissioner's Office, etc. They will be processed for payment as soon as possible after receipt in the Regional Office.
- Should you be authorized by the ROR to use your automobile to attend instructions and/or if your District is a "Z" Type, a Car Mileage Diary (Form 34A) is to be completed and the amount claimed for mileage included in your Statement of Expenses (Form 34).
- Each form has instructions for completion on the reverse of it. An example of a completed Form 34 for a Type "X" or "Y" District is shown on Page 7, and of completed Forms 34 and 34A for a Type "Z" District on Pages 8 and 9. Your ROR will instruct you in their completion at your instruction class. Any problems should be discussed with him before submitting these forms.
- It is recommended that the Statement of Expenses (Form 34) and the Car Mileage Diary (Form 34A) be entered at the end of each day.

2.8 Accountable
advances

When unusual expenditures will be incurred to organize and supervise your area, an accountable advance of funds to provide for a portion of these estimated allowable expenses may be issued to you on request in writing to your Regional Officer. Discuss this matter with your ROR.

If you have an accountable advance, indicate in the first two lines in the detail column of each Statement of Expenses (Form 34) whether you prefer:

- (1) to be reimbursed the amount on your Statement to bring the advance up to its original amount; or
- (2) to have the amount on your Statement credited to reduce the amount of the advance.

2.9 Government
Travel
Regulations

Allowances for travelling expenses are provided under an order of the Governor in Council and are payable only when in accordance with Government Travel Regulations. All accounts are subject to audit by the Comptroller of the Treasury. You must make sure that the following points are observed:

- (1) All statements must show in detail, and in chronological order, the actual expenditures made. The charges must be reasonable and in compliance with the prevailing rates for the area.
- (2) Authority in writing must be obtained through your ROR for any unusual expenditures (e.g., boat hire, or other special means of transportation).
- (3) Travel must be by the shortest direct route. Return tickets are to be purchased and advantage taken of any reduced fares or special rates.

Receipts must be attached for all expenditures except meals, and bus or train transportation. They must show place of payment, the date and details of the expenditure, and be signed by the person to whom payment was made. Receipts for lodgings must show the number of days and rate per day. Receipts submitted with Statements of Expenses must be numbered consecutively in the order entered on the Statement and these numbers entered in the "Receipt No." column.

Soumettre trois copies dont l'une sera renvoyée avec le paiement. Directives complètes au verso de la copie verte.

CENSUS OF CANADA, 1966
Dominion Bureau of Statistics

RECENSEMENT DU CANADA, 1966
Bureau fédéral de la statistique

FORM
FORMULE **34**

STATEMENT OF EXPENSES

ÉTAT DES DÉPENSES

Page No. **191**

Print in block letters Écrire en bloqué	Given name and initial - Prénom et initiales: MARY A.		Last or family name - Nom de famille: PEARSON		FOR TREASURY USE - À L'USAGE DU TRÉSOR		
	Postal address - Adresse postale: 1170 JOHN ST WINNIPEG 14, MAN				Cheque No. Chèque N°		
					Date		
Province: MANITOBA			Enumeration Area	No. —	Audited by		
District Number: Numéro du district: 620-4			Section of disbursement	Type: "X"	Liquidated by		
Purpose of expenditure - Objet des dépenses: <i>Testing, training of enumerators, supervision of enumerators</i>							
Date	Time of departure and arrival	Details of all expenditure (If mileage is claimed, complete and attach car mileage diary - Form 34A)			Receipt No.	Amount	Office coding only
Month - Mois	Day - Jour	Hour of departure and arrival (If you claim expenses for mileage, complete and attach Form 34A)			N° de reçu	Montant	Codification du bureau
May	1	<i>Postage stamps -</i>			1	5	—
	10	<i>Hotel - rental of hall for test</i>			2	8	—
	27	<i>" " - rental of hall for instruction - 3 days</i>			3	24	—
	31	<i>Rental office my own home for month of May</i>				25	—
					Total	60	—

I declare this account is correct in all respects and the expenses and mileage shown were actually incurred by me in connection with the 1966 Census of Canada.
Je déclare que la présente compte est en tous points exact et que j'ai réellement dû faire ces dépenses et le mileage pour les besoins du recensement du Canada, 1966.

Signature *Mary A. Pearson* Date *May 3, 1966*
(Commissioner or Enumerator - Commissaire ou agent recenseur)

Recommended for payment

Paid - Paiement

(Commissioner - Commissaire)

Verified by

Vérifié par

Approved for deputy head pursuant to the Travel Regulations certified pursuant to Section 32 of the Financial Administration Act and requisitioned for payment pursuant to Section 31 of the Financial Administration Act, in my opinion no unnecessary mileage is included in this claim.
Approuvé en mon nom du sous-ministre en conformité du Règlement régissant les voyages. Certifié en conformité de l'article 32 de la loi sur l'administration financière et demandé aux fins de paiement en conformité de l'article 31 de la loi sur l'administration financière. À mon avis la présente réclamation ne contient aucun mileage non nécessaire.

(For the Minister - Pour le ministre) (Date)

Examined and passed for payment
Paiement autorisé après examen

(For Chief Treasury Officer - Pour l'agent en chef du Trésor)

OFFICE USE ONLY - À L'USAGE DU BUREAU SEULEMENT						
Dist. Number N° de district	Vote - Crédit	Pri. Prim.	Object - Objet	Amount - Montant	Ecumbrance - Charges	
00 00 00	000	00	000	000	00	
</						

Soumettre trois copies dont l'une sera renvoyée avec le paiement. Directives complètes au verso de la copie verte.

CENSUS OF CANADA, 1966
Dominion Bureau of Statistics

RECENSEMENT DU CANADA, 1966
Bureau fédéral de la statistique

FORM
FORMULE **34A**

CAR MILEAGE DIARY

FEUILLET DE MILEAGE

Page No. **191**

Print in block letters Écrire en bloc	Given name and initial - Prénom et initiale: HELEN S.	Last or Family name - Nom de famille: JOHNSTON	Province: ONTARIO
	Postal address: R.R. # 4		District Number: 580-1
	Address postale: LEAMINGTON, ONT		Engraver's No., Area Type: "Z" Cat. Secteur de dénombrement

Purpose of travel - Objet de voyage

Obtaining enumerator prospects, testing enumerators and delivering portfolios to enumerators

Date			Details - Détails	Mileage - Kilomètres
Month - Mois	Day - Jour	Hour of departure and arrival - Heure du départ et de l'arrivée	Show places visited and reasons for trip Indiquez les endroits visités et l'objet du voyage	
May	3	D 1 ⁰⁰ am A 1 ⁰⁰ am	To Oshawa & border, picking candidates & return	29
	4	D 4 ⁴⁵ am A 11 ⁰⁰ am	To Leamington, picking candidates & return	6
	9	D 9 ⁰⁰ am A 11 ⁰⁰ am	To Leamington to test candidates & return	6
		D 1 ⁰⁰ pm A 6 ⁰⁰ pm	To Oshawa, to test & interview candidates & return	17
	11	D 9 ⁰⁰ am A 4 ¹⁵ pm	To Pelee Island, delivering portfolios to enumerators EA 1 & return	12
		D 6 ⁰⁰ pm A 9 ⁰⁰ pm	To Leamington area, delivering portfolios to enumerators EA 2 & EA 1 and return	7
	12	D 8 ⁴⁵ am A 5 ¹⁵ pm	To Wheatley area, delivering portfolios EA 3 & 7, 8, 9 & 17 - to Leamington area EA 5 - home	27
		D 6 ⁴⁵ pm A 9 ⁴⁵ pm	To Leamington area, pick up portfolios for enumerator EA 2, find replacement enumerator - deliver portfolios to her - home	7
	13	D 4 ⁴⁵ am A 4 ⁴⁵ pm	To Oshawa area, delivering portfolios EA 14, 15 and 12 - home	49
	14	D 8 ⁴⁵ am A 12 ⁰⁰ pm	To Oshawa area delivering portfolios to EA 11, 12 & 10 - home	21
		D 2 ⁰⁰ pm A 4 ⁴⁵ pm	To Leamington area delivering portfolios to EA 1 & return	7
			net ROR in Leamington to check class room	

Total miles
Total, nombre de milles **188**

Total miles **188** Rate per mile **10** Amount **1880**
Total, nombre de milles Taux par mille Montant

I certify that the above account is correct and just in all respects and that all the mileage reported was necessarily incurred by me in connection with the 1966 Census of Canada.

Je déclare que le présent compte est en tous points exact et juste et que le mileage déclaré a été nécessaire pour les besoins du recensement du Canada de 1966.

Signature *Helen S. Johnston* Recommended for payment
(Claimant - Réclamant) Paiement recommandé (Commissioner - Commissaire)

Title *Commissioner* Verified by
(Commissioner, Enumerator - Commissaire, agent recensement) Vérifié par (For Regional Officer - Pour le directeur régional)

3. Checking Plan of Enumeration Areas (EA's)

- 3.1 First duty to check plan of EA's At your first instruction class the ROR will give you the map(s) and descriptions of the EA's which make up your District. Your first duty is to check that the boundaries, as outlined and described, are in agreement and to familiarize yourself with them. Satisfy yourself, beyond the possibility of a doubt, that no portion of your District has been omitted or duplicated. Carry out a check on the ground of any EA boundaries which may be a problem and make a note in the appropriate EA Record(s) so that you can advise the Enumerator(s) concerned.
- 3.2 Size of EA's and time schedule The EA's as outlined for your District are considered to be of a size that can be enumerated by one Enumerator with no difficulty. You will note that in urban areas there are approximately 150 households, and in rural areas approximately 75 farms. If you have reason to believe that the population of any EA is significantly greater than the figure shown, report the matter to your ROR. The Enumerator is to complete the enumeration as early as possible. We would expect urban areas to be finished in a week to 10 days, and rural areas in two to three weeks.
- 3.3 More than one EA to an Enumerator Since EA's must not comprise parts of two or more municipalities, counties, electoral districts, etc., it has been necessary to create a number of small EA's in order to respect these boundary lines. Two of these smaller EA's may be given to one Enumerator, but the forms and supplies for each EA must be kept separate. The Enumerator must complete one EA before you give him the other. Also, you must be sure that the Enumerator will be able to complete both EA's in the time allotted. Otherwise, appoint one Enumerator for each EA.
- 3.4 Areas without maps If a map is not available for any of your EA's, you will have to check the printed descriptions with the boundaries on the grounds, so that you can advise the Enumerators concerned, and thus avoid any possibility of duplication or omission of territory.
- 3.5 Dwellings difficult to find When you are studying the boundaries of the EA's in your District, you must consider dwellings which an Enumerator might have difficulty in finding, or is apt to overlook. These may be homes in new areas, shacktowns, or dwellings in out-of-the-way places (behind or above stores, etc.). When you are aware of such dwellings, make a record of them in the appropriate EA Record (Pages 47 to 64) in the back of this Manual, and be sure to notify the Enumerator concerned. Check the completed returns of the EA's concerned against this EA Record.

- 3.6 Hotels, institutions, apartment blocks
If there are in your District any hotels with 200 rooms or more, institutions with accommodation for 200 persons or more, or apartment blocks with 200 suites or more, they will be listed at the end of the description as separate EA's. Make sure that all of them are excluded from the EA in which they are located. Should any large hotels, institutions or apartments have been omitted as separate EA's, discuss them with your ROR.
- 3.7 Unincorporated places of 200 households or more
Unincorporated villages, settlements, or other agglomerations containing 200 or more households are made into separate EA's, as is done for all incorporated places regardless of size. Should any such places in your District not be indicated as separate EA's, discuss this with your ROR.
- 3.8 Indian Reserves, military camps and establishments
Each Indian Reserve and each military camp, station, etc., is a separate EA. The housing areas of some military camps are outside the camp boundaries and, if so, they will be a part of the regular EA. Ensure that the boundaries are clear so that there will be no duplication of enumeration. (See Section 3.5.) Your ROR will discuss any of these with you.
- 3.9 No changes in boundaries following check
Your check of the plan of EA's must be completed not later than ten (10) days after receiving the maps and descriptions. Your ROR will contact you to discuss any boundary problems. Under no circumstances are you to make any changes whatsoever, without the express approval in writing of the ROR.

4. Census Publicity

- 4.1 Object of publicity
- The success of the Census depends on public co-operation. The use of publicity is the main way of soliciting that co-operation. Publicity makes householders aware that the Census is going to take place in June 1966, and that they can expect a visit from a Census Enumerator. It also informs them of the nature and value of the Census, both to the nation and to individual citizens.
- 4.2 Publicity campaign — two levels
- The publicity campaign will be conducted on two levels — national and local. The national campaign will be directed from Ottawa, while the local campaign will be largely dependent upon the personal initiative of the Census Commissioner in his own District. Both are vitally important to the success of the Census.
- 4.3 National campaign
- The national campaign will make use of newspapers, magazines, radio and other information media. This will involve the release of news stories and magazine articles supported by display advertising and public announcements. There will be public addresses by leading Canadians. Posters and streamers will also be used. Co-operation will be sought from clerical and lay associations, service clubs, women's organizations, farm and business groups in getting information to their members.
- 4.4 Local campaign — Commissioner's role
- You, as a local citizen, can do much to promote census publicity in your own District. Here are a few ways you can help:
1. Find out if local newspapers have received the news releases and other material sent from Ottawa and whether or not you can give them further supporting information with local colour.
 2. Arrange personal newspaper, radio and television interviews.
 3. Arrange for publicity in service club organizations through their news letters or through speeches by their officers.
 4. Make speeches yourself to service clubs, women's groups, church organizations, and farm groups.
 5. Encourage others to support the Census in speeches they make and in other public information activities.
- 4.5 Publicity kit and posters
- Each Census Commissioner will be provided with a supply of publicity materials in the form of a Census Publicity Kit, together with instructions on its use. The kit will contain bulletins with background information on the Census, an outline of an address to clubs and organizations, and a suggested radio or television interview. A supply of posters will also be sent to you for local distribution. You should make full use of these posters by arranging to display them in public places, such as in store windows, and government offices.

- 4.6 Co-operation between Commissioners There will be instances in which two or more adjoining Districts, especially in large cities, will want to use the same publicity outlets. In these cases, Census Commissioners must co-ordinate their publicity efforts. This will permit you to spend more time and effort on individual publicity assignments and ensure better results.
- 4.7 Financial commitments Census Commissioners must not make any commitments on behalf of the Dominion Bureau of Statistics to pay for advertising, radio or television or for other publicity in which a direct expenditure is involved. Indirect expenditures such as travel which are covered by your regular authority as a Commissioner are, of course, permitted. Any questions you may have on this point should be referred to your ROR.
- 4.8 Publicity report Page 65 of your Manual provides for your comments and suggestions on the Census and one of the headings under which we ask you to report is "Publicity". You should, therefore, make comments on your publicity activities to assist us in plans for future census publicity campaigns.

5. Selection of Enumerator Candidates

- 5.1 Importance of obtaining suitable candidates
- You are responsible for the successful completion of the Census in your District. Nothing you do as a Census Commissioner will affect the success of your assignment as much as the selection of well-qualified persons for the positions of Census Enumerators. If Enumerators are appointed who do not possess the required qualifications your task will be exceedingly difficult. Too much emphasis cannot be given to the need for careful selection of persons who can be relied on to do an efficient job of enumeration in the allotted time.
- 5.2 Enumerator's pamphlet
- A pamphlet "A Message to Enumerator Applicants" (Form 46A) outlines the Census and the job of the Enumerator. It is for distribution to Enumerator applicants. You may wish to give out a number of these to organizations in your District from whom you would be seeking Enumerator candidates. It will assist greatly if all Enumerators have read this pamphlet prior to testing and training.
- 5.3 Qualifications of Enumerator candidates
- To be eligible for appointment as a Census Enumerator, an applicant must:
- (1) be an active, tactful, conscientious, and energetic person of good judgment with indications of ability to call on people and conduct successful interviews;
 - (2) be able to pass the prescribed written test;
 - (3) have sufficient education and ability to understand the many questionnaires and instructions;
 - (4) be able to write legibly;
 - (5) be at least 18 years of age and have the physical fitness necessary, including good eyesight and hearing;
 - (6) be able to work full time on the census assignment, including some evening work;
 - (7) insofar as possible, be a resident of the locality in which the duties are to be performed (to ensure familiarity with the EA to be covered, and reduce travel);
 - (8) in rural and suburban EA's, have the use of a car;
 - (9) not be connected in any way with the levying or collection of municipal or other taxes.

- 5.4 Types of suitable candidates
- Women usually make good Enumerators, particularly those with previous experience in office work, teaching, nursing or other professions. This experience has probably cultivated habits of accuracy, neatness and attention to details.
- You may have some EA's where you are aware of certain difficulties and where you feel a man should be used as Enumerator. You will probably find it more difficult to obtain suitable male Enumerators because of the much larger percentage of men who have other work and are, therefore, not available.
- If an EA has more than one ethnic or language group and the population of the second or third group is substantial, it is desirable that the Enumerator for that EA be capable of working in these various languages. This would avoid the necessity of hiring interpreters.
- In farm EA's, men or women with an adequate knowledge of farming should be employed to ensure proper completion of the Agriculture Questionnaire.
- Whenever they possess the necessary qualifications, and pass the necessary test, persons with veterans' preference must be given priority as Enumerators.
- 5.5 Enumerator candidates for hotels and institutions
- Any hotels or institutions in your District with accommodations for 200 persons or more are separate EA's. Wherever possible, you should try to obtain Enumerators for these special EA's from the staff, after consulting with the official in charge. It is not necessary that such Enumerators take the test, but you must be certain to appoint well-qualified persons to conduct the enumeration. (See Section 12.2 re training and other preparations for enumeration of hotels and institutions.)
- 5.6 Enumerators for Indian Reserves and military establishments
- If there is an Indian Reserve or military establishment in your District, you will not have to provide Enumerator candidates for these EA's. They will be provided by the Indian Superintendents, and the Department of National Defence, respectively. You will have no responsibility for the enumeration in these areas unless specifically advised by your ROR. (See also Sections 12.8 and 12.10.)

6. Testing Space, Training Space and Office Space

6.1 Use of Federal Government space

The ROR will advise you if Federal Government space, suitable for testing, training and office accommodation, is available in your District. If suitable Federal Government space is available, it must be used. If it is not available, you are responsible for locating suitable space and having it approved by your ROR.

6.2 Space for testing

Space for testing Enumerator candidates should meet the following specifications:

- approximately 1,000 sq. ft. in area
- tables and chairs for 20 individual candidates
- adequate lighting and ventilation

You should select a location which will necessitate a minimum of travel for the Enumerators. Your candidates should all be tested on the same day. Individual Enumerator candidates that you might have to test later can be tested in your office.

Schools and church or community halls provide suitable accommodation. Payment at the prevailing rates for the area will be authorized if free accommodation is not available. Discuss available space with your ROR.

Before entering into any rental agreement, and even if you obtain free space, your ROR will provide you with a Rental Application and Authorization Form (Form 37). This form must be completed and approved by him before you commit yourself to any agreement.

6.3 Space for training

The specifications for space to train your Enumerators are the same as for testing purposes. However, for training, a blackboard will be required in addition.

In seeking space endeavour to obtain space which can be set up in horseshoe manner as illustrated.



You will be training your Enumerators in two groups. For the training of urban Enumerators you will require training space for four half-days, Tuesday, May 24 to Friday, May 27. For the training of rural Enumerators you will require training space for four days, Tuesday, May 24 to Friday May 27. You will require the space also for Thursday, June 2 for the Review Classes.

Again it should be possible in many cases to obtain free space, but if this is impossible, the prevailing rates for the area will be allowed. Before entering into any rental agreement, you must obtain written approval of Form 37.

6.4 Office space

Census Commissioners will normally require office space as follows:

- Urban Districts - May 1 to June 30
- Rural Districts - May 1 to July 9

Your office space should meet the following specifications:

- approximately 150-200 sq. ft. in area
- 2 tables and 3 chairs
- convenient telephone service
- provision for locking the room at all times during your absence

The use of a business office is prohibited unless it is a separate room (with lock) and not open to office staff or the public.

Space in your home is permitted provided that it meets the specifications given above.

Discuss your requirements with your ROR. The prevailing rates for your area will be allowed and before entering into any rental agreement, you must obtain written approval of Form 37.

6.5 Method of
payment
for rental
accommodation

Claims for the rental of halls should be made following testing and again following training. Claims for office rental should be made periodically (i.e., every 2 weeks or monthly). You must make sure that charges conform to those approved by Form 37. (Note that Form 37 does not automatically provide for payment.)

If immediate payment is demanded by the lessor, you may make this payment and include the cost as an item of expense in your Statement of Expenses (Form 34) supported by a signed receipt for the amount.

If immediate payment is not demanded you may submit the lessor's invoice in duplicate approving it for payment by writing "Certified for payment" on each copy over your signature. Pass it to your ROR who will arrange for the Regional Office to forward a cheque directly to the lessor.

7. Receipt and Distribution of Supplies

7.1 Supplies

A list of all supplies being shipped to you for your District is contained on Form 14 (Commissioner's List of Supplies). This form will be mailed to you at the time of shipment. As you receive these supplies check them against the entries on Form 14 to ensure that you have all the items listed. Any shortages or items missing should be reported immediately to your ROR.

A complete listing of Census forms is given below. Those applicable to your District will be given you on your appointment:

<u>Form No.</u>		<u>Form No.</u>	
1	Visitation Record	22	Application for Employment
1A	Notice of Census Enumerator's Call	23	Notice of Examination
1B	Absent Household Follow-up Card	23A	Notice to Candidates
1B-E	Envelopes for Forms 1B	24	List of Candidates and Enumerators
1C	Postal Check Card	25	Notice to Report for Training
2-PC	Postal Check Book	26	Instruction Attendance Record
2	Population Enumeration	30	Commissioner's Account
3	Population-(Temporary Residents)	31	Enumerator's Account
3E	Envelopes for Forms 3	31	Enumerator's Account, Type "F" Area
5	Individual Population Form	32A	Estimated Cost of Type "F" Area
6	Agriculture Questionnaire	33	Interpreter's and Guide's Account
7	Agriculture Listing Form	34	Statement of Expenses
8	Missed Dwelling Card	34-1	Statement of Expenses
9	List of Specified Farms	34A	Car Mileage Diary
9A	Specified Farm Card	35	Letter Carrier's Account
10	Commissioner's Report of Population and Dwellings	36	Special Enumerator's Account
12	Identity Card (Enumerators)	37	Rental Application and Authorization
13	Enumerator's List of Supplies	40	Enumeration Manual
14	Commissioner's List of Supplies	41	Commissioner's Manual
15	Return Shipping Invoice	44	Training Work Book - Population
18	Merchandising Questionnaire	44A	Training Work Book - Agriculture
20	Oath of Office	45A	Pre-training Exercise-Agriculture
21	Personnel Selection Test	46A	A Message to Enumerator Applicants

- 7.2 EA boxes The majority of the enumeration supplies for each EA are packed in an individual box called an EA box, with the District and EA No. marked on the outside. Check the number of boxes received with the number indicated on Form 14 to ensure that you have boxes for all EA's. These boxes should be distributed to your Enumerators at the end of their training session, as outlined in the Training Guide.
- 7.3 Enumerators' portfolios The remaining items required by each Enumerator are packed in a portfolio which the Enumerator will use as a carrying case during enumeration. Also packed in this portfolio are the training materials required for the training session. Thus, the Enumerator will not have to open the EA box until training is completed. The portfolios containing training supplies should be distributed to your Enumerators immediately following their appointment.
- 7.4 Identification of portfolio Portfolios are interchangeable and can be distributed to Enumerators without regard to EA numbers if they have no identification on the outside or if the identification is that of the District only. In the case of any District where (1) some EA's are to be enumerated in English and others in French, or (2) some EA's require Agriculture Forms or Postal Check Cards, and others do not, all portfolios will have the EA numbers entered on the outside and be designated as follows:
- F - contains French-language Forms (English only not marked).
 - A - contains Form 6 for Enumeration of Census of Agriculture.
 - P - contains Form 1C for Postal Check.
 - S - Type "F" Area.
- 7.5 Spare supplies Listed on Form 14 (Commissioner's List of Supplies) are the extra quantities of Enumerators' equipment, as well as administrative and training forms, which are being shipped to you in bulk. Several different types of forms may be packed in the one carton, as indicated on Form 14. If you require additional supplies of any item, contact your ROR. Care must be taken not to waste materials as it may be difficult to obtain additional quantities.
- 7.6 Maps of EA's for Enumerators Individual maps and descriptions of EA's for the Enumerators' use will be given to you by your ROR at your second training class. There may be a few EA's in some Districts where maps are not available, and the written description must suffice - in such cases, it is important that Enumerators be made aware of the exact boundaries of their EA's. These maps and descriptions are to be distributed to the Enumerators at their training session as outlined in the Training Guide.

8. Testing and Interviewing of Enumerator Candidates

- 8.1 All candidates must take test
- Every candidate for the position of Census Enumerator is required to take the Personnel Selection Test (Form 21) before appointment.
- It is one of your duties to administer this test, mark the papers, and enter the results on Form 24 (List of Candidates and Enumerators).
- The test must be given during the week of May 2-6.
- 8.2 Notice to report for test
- Using Form 23 (Notice of Examination), notify each candidate to report on the day selected for the test. Candidates must report at their own expense. Make certain that you have at least one candidate for each EA. If any candidates inform you that they have decided not to take the test, you must select additional candidates as required.
- 8.3 Confidential nature of test
- This test is strictly confidential. All copies distributed to candidates must be collected as soon as the test is completed. Used or unused copies must not be allowed into the hands of unauthorized persons, including members of the Press. Care must be taken that no candidate makes a copy of this test, or any portion of it. For that reason, extra sheets of paper must not be given to candidates. All calculations must be made on the blank sides of the test papers.
- 8.4 Accommodation and seating arrangements
- You are responsible for seeing that suitable accommodation is provided for candidates to take this test (see Section 6.2). It is preferable to give the test to all candidates in your District at the same time, however, when circumstances make this impracticable, as in some rural areas, it is permissible to give the test to two or more groups of candidates at different times. Chairs and tables or desks must be provided, and the room in which the test is held must be well lighted and ventilated. Candidates must be seated at approximately five-foot intervals and you must exercise close supervision during the test.
- 8.5 Have sufficient test papers available
- You should have a few spare copies of the test available when presiding over a group of candidates. In areas where there are both French- and English-speaking candidates, you must take precautions to have a supply of the papers in both languages. Candidates should be asked in which language they prefer to take the test. Should a candidate spoil his test paper and request another copy, this is permissible provided that no extension in time is granted. You must, of course, collect the spoiled test paper and destroy it.
- 8.6 Rules for presiding over test
- The Personnel Selection Test is of 45 minutes duration. No additional time may be granted to a candidate. However, candidates who complete the test in less than the stipulated time may be permitted to hand in their papers and leave. Caution the Enumerators that once the test has commenced you are not permitted to answer questions concerning it. As test papers are handed in, make certain that the candidate's name appears on the first page.

8.7 Marking
test

An Answer Key has been provided so that you may mark the test in the minimum time. Place the Key directly over the answers on Page 7 of the test — the candidate's answers will appear through the "slot", — X through the answers which do not agree with the answer shown above the "slot". Enter the number of correct answers for each part and multiply by the factor shown to give the mark for each part. Transfer the mark for each part to the Test Score Section on the title page and total these.

8.8 Use of
test in
assessing
candidates

Part A is designed to test a person's ability to transcribe information from one set of documents to another. If you hire a person who makes any mistakes in this section of the test caution him to exercise particular care and attention when he is completing census documents. His work should be examined carefully to determine whether or not information has been transcribed correctly.

Part B is designed to determine the degree to which a person understands written material. The Enumeration Manual contains many specific directions and definitions which are there to supplement the classroom training. If the person whom you hire does poorly on this section it is likely that you will have to provide extra time to explain the job to him.

Part C is designed to test a person's knowledge of arithmetic. While this knowledge is required particularly for the Census of Agriculture all Enumerators must make simple additions, subtractions and multiplications in order to complete enumeration records and account forms. Without this basic skill the Enumerator is unable to do the job.

Part D is designed to test a person's ability to recognize the important features of a map. If your candidate does not do well on this section you must be prepared to give him personal help in identifying his area and determining how it should be covered.

Part E is designed to test a person's ability to understand instructions and to apply them. If your candidate does poorly in this section it is unlikely that he will be able to cope with the training class or understand and apply the administrative directions in the Manual.

It will be up to you to judge which candidates are acceptable. "Weak" candidates will require personal assistance in instruction, in enumeration and in checking of work. How many "weak" candidates can you carry and still do your job?

8.9 Interviewing
candidates

In addition to qualifying on the test, you must satisfy yourself that the candidate has the required personality, tact and good judgement needed for interviewing people, and the physical fitness for carrying out the work.

The "Interview" Section of the Personnel Selection Test is to be completed for all those passing the test section. Consider the five factors outlined and check (✓) whether the person is "well qualified", "qualified" or "not qualified".

In some cases the candidate may be well known to you, whereas in others you may have to interview him to complete your assessment. This may be done by having the candidate remain after the test, particularly in rural areas. In city areas you may wish to arrange to have the candidate come to your office for this interview within the next day or two after the test.

8.10 Disposition
of test
papers

All test papers completed by candidates are to be retained by you for return to the Regional Office at the completion of the Census (see Section 21.4).

9. Appointment of Enumerators

- 9.1 Selection of Enumerators Those candidates who pass the test and are considered by you to be qualified in other respects should be selected for appointment.
- In all urban areas, and as far as possible in rural areas, Enumerators should be appointed to EA's reasonably close to their home but not to the EA in which they reside. Distances in some rural areas may make this impracticable.
- 9.2 Assign EA's to Enumerators As you make the appointments for the EA's in your District, enter the EA number assigned to each Enumerator in Column 7 of Form 24 (List of Candidates and Enumerators). Two copies of this form are to be given to your ROR as soon as all appointments have been made and one copy retained. Be sure to notify him of any subsequent changes.
- 9.3 Notify Enumerators of training dates Candidates appointed as Enumerators must be notified on Form 25 (Notice to Report for Training) of the date and place of their instruction. Notify those candidates whom you do not appoint as Enumerators on Form 23A (Notice to Candidates) which has been designed for this purpose.
- 9.4 Distribute training supplies Upon appointment, distribute to each Enumerator the portfolio of supplies required for training. Just inside the portfolio flap are: (a) Form 20 (Oath of Office), and (b) Form 44 (Training Work Book — Population) and for EA's designated as being "A" (Agriculture) Form 45A (Pre-training Exercise — Agriculture). Extract these materials and inform the Enumerators that the Pre-training Exercise(s) must be completed before reporting for training. Also, they should study the Enumeration Manual and the various forms in the portfolio. Stress the fact that they must bring all of these materials to the training class.
- 9.5 Administer oath to Enumerators When you give each Enumerator the portfolio of training supplies, you must administer the Oath of Office and have him (or her) sign the form. Before doing so, however, you must explain the various points covered by the oath and the penalties attached. Explain the rate of pay applicable to that EA, by referring to the Account Form in the portfolio. Retain the signed Oath Forms for the duration of the field work. At the conclusion of your assignment, mail them to your Regional Officer with your other administrative supplies (see Section 21.4).

- 9.6 Resignation and dismissal of Enumerators
- Section 34 of the Statistics Act provides that "after having taken the prescribed oath", an Enumerator who "deserts from his duty" is guilty of an offence and is liable to fine or imprisonment. Resignation must be for a valid reason, such as sickness or accident, and have your approval. In the event of misconduct or gross inefficiency on the part of an Enumerator, you will be responsible for the Enumerator's dismissal and replacement.
- 9.7 Replacement of Enumerators before start of enumeration
- If any Enumerators resign with your approval before the start of enumeration on June 1, you must obtain replacements from your list of candidates who passed the test, or give the test to new candidates. If such resignation takes place during or after your training of Enumerators, your task is more difficult as you will have to instruct any replacements by means of additional training sessions. (For instructions on replacement of Enumerators after June 1, see Section 14.7).
- 9.8 Delegation of authority not permitted
- Enumerators (as well as Census Commissioners) are not permitted to delegate their authority to any other persons but must themselves perform the duties for which they are appointed. Enumerators must not allow persons, other than census officials, to accompany them on their rounds, or give part of the work to someone else. Furthermore, they must not obtain help from other family members.
- 9.9 Interpreters and Guides
- You must try to procure Enumerators who will take the Census in any EA without the aid of an Interpreter. Should an Enumerator request the aid of an interpreter, ensure that he has found that no household member can give the information - an evening call when male members are at home or the use of school-age children in the household to interpret for their parents may solve the problem. In outlying Districts where EA's are difficult to reach, it may be necessary in extreme cases to employ Guides. Before employing either Interpreters or Guides you must obtain prior authorization from your ROR.
- 9.10 Enumerators of Type "F" EA's
- If any EA's in your District have been designated as Type "F" (see Section 19.1), you must complete a Form 32A in conjunction with the Enumerator covering the estimated cost and time required to enumerate each EA of this Type. These estimates must be submitted to your ROR immediately after the Enumerators for these EA's have been appointed. Your ROR can advise you if there are any problems and will forward the forms to the Regional Officer for approval. Enumeration cannot be started in any Type "F" EA's until the Regional Officer's approval on Form 32A has been obtained.

11. Interviews with Enumerators following Training

- 11.1 Purpose of interviews
- Following the completion of your training classes, you must arrange to see your Enumerators individually before June 1, to ensure that each is now fully aware of the duties to be performed. Enumerators may have individual problems which could not be cleared up at the training class, or may have questions on certain aspects of their work which they did not fully understand. As your time will be limited for these interviews, you should draw up a schedule specifying the time for each interview.
- 11.2 Boundary problems and routes of visitation
- Since there is little time at the training class to discuss the coverage of individual EA's, it is important that you make sure each Enumerator knows exactly his EA boundaries. In rural localities, discuss the best routes to follow to ensure complete coverage with a minimum of travel. In urban localities, advise the Enumerator of the proper sequence of listing dwellings where "block" enumeration is required. In each area, point out, from the EA Record at the back of this Manual which you prepared earlier, any dwellings difficult to find, as well as special situations which might lead to dwellings, farms, or merchandising establishments being missed.
- 11.3 Problems of enumeration
- Question the Enumerator carefully to make sure that he understands the procedures to be followed in completing each of the various questionnaires, and that he understands the concepts and definitions. You may be able to prevent the Enumerator making serious errors on points which were not fully grasped at the training class.
- 11.4 Problems of "transient" accommodation
- Make sure that the Enumerators who have hotels, tourist camps, hospitals, etc., in their EA's understand the procedures for carrying out their enumeration. (See Section 12.) Review the notes you made in the EA Record at the back of this Manual with any of the Enumerators concerned.

12. Preparation for Enumeration of "Transient" Accommodation and other Special EA's

- 12.1 Need for adequate preparation All hotels, missions, tourist camps, motels, etc., as well as institutions within your District should be checked to ensure that the occupants, as of June 1, can be enumerated. It should be ascertained whether the records they maintain will provide the detail necessary for enumeration and, if not, discuss the matter with your ROR.
- 12.2 Enumerators for large hotels and hospitals Each hotel or general hospital, etc., having accommodation for 200 persons or more is a separate EA. It is your duty to provide a qualified Enumerator recruited, wherever possible, from the hotel or institutional staff. Although these Special Enumerators do not have to take the test or attend the training course, it will be your responsibility to see that they are adequately trained in their duties, and in the method of completing the questionnaires.
- 12.3 Enumeration of small hotels, tourist camps, etc. The enumeration of all hotels, missions, tourist camps, motels, etc., with accommodation for less than 200 persons (i.e., any which are not separate EA's) must be completed by the Enumerator in whose area they are located.
- 12.4 Co-operation of management In checking the establishments you will have to interview the managers or officials in charge to ensure their co-operation when the Enumerator calls. Details regarding each institution should be recorded in the appropriate EA Record at the back of this Manual so that you can pass this information to the Enumerator concerned.
- 12.5 Enumeration procedure Transient accommodation is of two types:
(a) those where the occupants usually have a usual residence elsewhere, e.g., hotels, motels, hospitals, etc.
- these persons are enumerated on a Form 3 and the information is usually available from the office records for recording on the Form 3;
(b) those where the occupants do not have a usual residence elsewhere e.g., hostels, missions, flop-houses, etc.
- these persons are enumerated on a Form 2 and the information may have to be obtained by personal interview or by use of a Form 5. Discuss such cases with your ROR who will work out the necessary details with you.
- 12.6 Permanent residents in hotels, etc. Some establishments which provide transient accommodation will also contain staff members and their families, permanent guests, etc., who live there. Their enumeration should be carried out by personal interview wherever possible. Be sure that your Enumerator has accounted for these as well as the transients.
- 12.7 Enumeration of sanatoria, mental hospitals, etc. Sanatoria, mental hospitals, homes for the aged, convents, penitentiaries, reformatories and orphanages, are examples of institutions where inmates remain for relatively long periods of time. For census purposes, the institution is considered to be the usual place of residence of all patients or inmates there on June 1.

14. Supervision of Enumerators during the Period of Enumeration

- 14.1 Each Enumerator must be contacted
Following the Class Review you must see each Enumerator at least once to check the quality and quantity of his work. The training class, reviews and review sessions should help you to assess the abilities of your Enumerators. Determine which ones require the most attention, observe some of their enumeration in the field and follow their work more closely as the enumeration progresses.
- 14.2 Prepare timetable
Experience has shown that it is very difficult to contact Enumerators in the field but arrangements can be made beforehand to meet them at their home or other convenient location. In urban areas this must be completed early in the week of June 6, whereas in rural areas the arrangements will have to cover a longer period. Your ROR will discuss this with you.
- 14.3 Importance of checking work
When you meet with your Enumerator, check his work as outlined in Paragraphs 1 and 4 on the inside back cover of your Manual. This is intended to make sure that no serious errors are building up in the EA. This will save you a great deal of trouble in your final checking of the Enumerator's completed work. After your initial visit with each Enumerator, spend the most time with those who need the greatest assistance.
- 14.4 Record of visits with Enumerators
You must record the date of this visit with each Enumerator in the EA Record at the back of your Manual. Make notes of problems you encounter and refer to this when you make your final check of their work on completion of the EA's.
- 14.5 Use of telephone
Enumerators should contact you as often as necessary by telephone provided that long-distance calls are not required. Since your work involves travel and irregular hours, specify the times and places where Enumerators can reach you. If long-distance calls are involved, Enumerators may call you only in an emergency. The Enumerator should reverse the charges, which must then be itemized on your Statement of Expenses, with receipts attached.
- 14.6 Enumerators completing two EA's
Keep close check on those Enumerators whom you expect to call upon to do two EA's, to ensure that they are completing their first EA and will have the necessary time to complete both within the allotted period. If, for any reason, a delay is encountered in the first EA, you will have to decide whether the time schedule can better be met by having another Enumerator do the second EA, or by waiting for the original Enumerator to complete his first EA. Do not assign a second EA to an Enumerator until you have satisfied yourself as to the quality of work in the first.

- 14.7 Replacement of Enumerators If the work or conduct of an Enumerator is unsatisfactory, or if an Enumerator has to resign because of illness or other valid reason, it will usually be satisfactory to wait for another Enumerator to complete his EA and assign him to finish the work of the Enumerator who has to be replaced. This should only be done if you are certain that both EA's will be completed within the required time limit. If not, a new Enumerator should be appointed but you must arrange to train this Enumerator thoroughly before permitting him to start enumeration.
- 14.8 Refusals to answer questions The Enumeration Manual outlines the procedure for Enumerators to follow if individuals refuse to answer census questions. If they fail to obtain the information, Enumerators must report the matter to you. In such cases, contact the person yourself, and stress to him the importance of obtaining a complete Census. Emphasize that all census returns are confidential, and then point out that Section 35 of the Statistics Act makes it compulsory for every person to answer the census questions. Your call will generally clear up the situation, but if not, contact your ROR on how to proceed.
- 14.9 Adhering to time schedule Always keep in mind that you are responsible for ensuring that the time schedule for completing the enumeration will be met. Otherwise, the work of compiling the census results will be held up. If you have reason to believe that any of your EA's will be delayed, contact your ROR to determine the advisability of providing some form of assistance in that EA. Any such action must, of course, receive his prior authorization.



16. Call-backs ("Special Procedures" Areas)

- 16.1 Designation of areas All Districts designated for Postal Check have also been designated as "Special Procedures" Areas. For these Districts a "Special Procedure" will be carried out to complete enumeration in "absent households". The Forms provided for this are the Absent Household Follow-up Card (Form 1B) and an Envelope for Forms 1B (Form 1B-E).
- 16.2 Absent household procedure Enumerators will encounter instances where they will have to call more than once before finding someone at home. You must ensure during your supervision that the Enumerator is following the correct procedure for absent households. If the Enumerator is unsuccessful after two call-backs in contacting an "absent household" he is to refer it to you. On each of your contacts with the Enumerator this is one of the checks you will make.
- 16.3 Accepting absent households When an Enumerator reports an "absent household" you should ensure that he has made every reasonable attempt to obtain an interview. If you are satisfied that this is the case, you may advise him that you will accept the responsibility for enumeration. Create a Form 1B from the information in the VR and advise the Enumerator to cross-check his entry in Question 16 of the VR to indicate your acceptance.
- 16.4 Recording absent households Enter the Household number in the appropriate EA Record and complete Columns 1, 2 and 3 of the Record for Forms 1B at the back of this Manual, Pages 67 to 70.
- 16.5 Authorization of special enumeration Your ROR will be checking with you at regular intervals as to the number of households for which you have accepted responsibility. He will authorize you to hire a Special Enumerator for a maximum number of hours as required.
- 16.6 Duty of Special Enumerator It will be the duty of the Special Enumerator to complete the enumeration of the occupants of the dwellings assigned to him. He should make use of the telephone to arrange appointments for interview (no interviews may be completed by telephone). He must be willing to work over meal periods and during the evenings and Saturdays. Since there is a limit on the time for which the Special Enumerator can be hired it is imperative that he plans efficiently and that he works closely with you. In the event that he is unable to contact the household you may authorize him to complete the enumeration by "Close-out".
- 16.7 Return of material for Special Enumerator The Special Enumerator should return his completed Forms 1B daily. The Record of Forms 1B should be completed and arrangements made to have any Enumerators whose EA could be finalized come in to transcribe the information from the Forms 1B to the Forms 2. If you have cleared any Enumerator prior to the 1B completion you will have to recall him to transcribe the information to the appropriate Form 2 and amend entries on Page 28 of the VR or complete these entries yourself.

17. Receiving Completed EA's from Enumerators

- 17.1 Organize the checking in of EA's As Enumerators complete their EA's, you must arrange a time for them to return their materials to you. You will appreciate the advantage of having Enumerators bring in their completed work one at a time rather than in groups. This will enable you to make an initial check of each Enumerator's work in his presence. Very often the Enumerator can provide explanations without which you would have to contact him a second time.
- 17.2 Method of returning materials You may authorize Enumerators who have to travel outside their headquarters area, automobile mileage to return their completed work to you, provided the return trip does not exceed 50 miles. Where the distance is in excess of this, their returns must be made by express or mail. The Enumerator will pay the postage and registration fee or the express charges and obtain a receipt. He will list the cost on his Statement of Expenses (Form 34) attaching the necessary receipts. Caution the Enumerator to see that the box is properly labelled and securely bound to prevent any damage to the documents. Enumerators who do not have to travel outside their headquarters area cannot be reimbursed for return of materials.
- 17.3 Examine materials in presence of Enumerator On receipt of the completed enumeration materials for an EA, make the following checks while the Enumerator is still in your presence. Inform him that you will be making a detailed check of his returns later, and that you will have to contact him if you find errors requiring correction, or serious faults requiring re-enumeration.
- (1) Check the contents of the EA box with Form 13 (Enumerator's List of Supplies) to make certain that all completed forms and other necessary supplies have been returned.
 - (2) Check the map of the EA and the boundary descriptions with the Enumerator and by questioning him carefully satisfy yourself that the EA has been canvassed completely.
 - (3) Check the EA Record for this EA to ensure that any problems noted have been covered in the enumeration.
 - (4) If EA is a Special Procedure Area
 - (i) have the Enumerator complete entries for any households enumerated on Form 1B;
 - (ii) check that all Postal Check Cards (Form 1C) have been completed.
 - (5) Check that an entry has been made in either Column 14 or 15 for each household in the VR.
 - (6) Check that for each entry in Column 15 a satisfactory explanation has been given on Page 26.

17.3 Concluded

- (7) Check Page 28 for complete entries.
- (8) Check entries on Form 31 or Form 32 and accompanying Forms 34 and 34A, if applicable.
- (9) Check all entries on Form 18. Question Enumerator to ensure that he completed a Form 18 for all retail, wholesale or service establishments located in his EA.
- (10) In rural EA's, check the EA maps or township plans to ensure that the Enumerator has entered correctly the farm numbers and locations.
- (11) In rural EA's complete Form 9 (List of Specified Farms), where applicable, from the Enumerator's return of Forms 9A.

18. Final Check of Completed EA's

- 18.1 Importance of final checking
- The importance of checking thoroughly the work turned in by your Enumerators cannot be over-emphasized. Final responsibility for the accuracy and completeness of the Census in your District rests on you. How well you have selected, trained and supervised your Enumerators will all show up at this stage of your duties. If you have done these tasks well, you can expect big dividends in the amount of time and effort required to certify the work of your Enumerators.
- 18.2 Checking enumeration questionnaires
- Make a detailed check of each of the different types of questionnaires for accuracy and consistency of entries. Examine carefully all items requiring a check as outlined at Appendices "C" and "D" of the Enumeration Manual. The time required for this check will be governed largely by the quality of the work demonstrated by the Enumerator in the field. In order to adhere to the time schedule, you may have to carry out some of your checks on a sample basis. For example, in the case of Population and Agriculture Forms you might start out by checking thoroughly every fifth document. If you find any errors or omissions whatsoever, then a complete check of all schedules will be necessary.
- 18.3 Complete Page 28 of VR
- The Census Commissioner's Check in the top half of Page 28 is to be completed by:
- (a) Checking totals of each page in the VR.
 - (b) Checking transfer of totals to appropriate columns on Page 28.
 - (c) If your figures agree with the entries of the Enumerator enter a ✓ in the OK column.
 - (d) If your figures do not agree amend the figures entered by the Enumerator and enter a ✓ in the revised column with an explanation in the "Remarks" column. Also amend EA totals in any columns affected.
- The Commissioner's EA totals in the Enumeration and Reconciliation Table in the bottom half of Page 28 are to be completed by:
- (a) Entering Column 9 total from above.
 - (b) Counting number of persons enumerated on Forms 2 - the figure here must agree with the figure in (a). If the Enumerator had a difference this must be reconciled by you. Refer to Enumeration Manual Section 70.
 - (c) Entering Column 10 total from above.
 - (d) Counting number of persons enumerated on Forms 3 - the figure here must agree with the figures in (c). If the Enumerator had a difference this must be reconciled by you. Refer to Enumeration Manual Section 73.

- 18.3 Concluded
- (e) Entering number of I - Private households - see instructions in Enumeration Manual, Section 74.
 - (f) Entering number of II - Collective households - see instructions in Enumeration Manual, Section 75.
 - (g) Entering total households.
 - (h) Entering number of "close-outs" in Column 15 and the "percentage" of them - see instructions in Commissioner's Manual, Section 15.3. Discuss any percentages in excess of 1% with your ROR before submitting that EA box to the Regional Office.
- 18.4 Complete entries on Form 10
- List the EA numbers in your District in numerical order in the EA column of Form 10. It would be well to do this ahead of time. When an EA is completed the totals from appropriate columns on Page 28 of the VR are to be transferred to that EA line of the Form 10. See illustration on inside back cover.
- Instructions covering your handling of Form 10 are on the reverse of the Form. Note that it is used by the Bureau to publish preliminary population counts. It is, therefore, imperative that there be no delay in the enumeration and that the information you record on Form 10 be accurate.
- 18.5 Checking account forms
- In the final check of the Enumerator's Account (Forms 31 or 32, 34, 34-1 and 34A, if applicable) examine each carefully as to the following:
- (1) Check that the name and address of the claimant and the EA number and Type appear on each page of any account form.
 - (2) Check that if the Enumerator had completed more than one EA Part 1 of Form 31 indicates on which EA the instruction is charged.
 - (3) Check the accuracy of the number of units of each completed document, schedule, etc., claimed, with the number actually submitted. See illustration inside back cover.
 - (4) Check the reasonableness of any expense charges and verify that they are allowable under the Regulations.
 - (5) Check the accuracy of the multiplications and additions made in arriving at the total payment.
 - (6) Check to ensure that proper receipts are attached where required.
 - (7) Check that the account is signed by the Enumerator.

- 18.6 Certify accounts for payment After you have checked thoroughly the work submitted by an Enumerator and have examined his account, sign all three copies of the Enumerator's Account (Form 31 or 32) if you are satisfied that it is in order for payment. Replace the three copies inside the EA box at the top for return to the Regional Office. If there are errors in the account or charges which will not permit you to certify it, make the necessary changes in the "Units submitted" column, change the total accordingly, and initial the Form beside the word "Total". You must advise the Enumerator of any changes.
- 18.7 Enumerators must correct unsatisfactory work When the completed EA's are received at the Regional Office, checks will be made of their completeness and accuracy. Should these checks reveal missing or erroneous information, you must contact the Enumerator and have him revisit any households or farms as designated by the Regional Officer or his representative. A thorough check of the Enumerator's work before you forward his EA to the Regional Office should avoid this return of materials. Note that payments to Enumerators will be withheld until their returns are completed satisfactorily.

19. Payments to Enumerators for Enumeration and Instruction

19.1 Types of
EA's

There are six Types of EA's, based on the density of population factor. The Type, which is shown in the margin of the description of each EA, determines the rate of pay.

Type "A" EA's are the most densely populated and the Enumerator is paid the basic rate for each document, schedule, etc.

Type "B" to "E" EA's are progressively less densely populated and in addition to the basic rates, an allowance is granted to the Enumerators in carrying out enumeration.

Type "F" EA's are in extremely sparsely populated areas and unit rates do not apply. This is a very small group and if your District has any Type "F" Areas, the ROR will instruct you how to submit an estimate of the expected total costs and time prior to the census date (see Section 9.10).

19.2 Rates of
pay for
instruction

Enumerators who are instructed in Population and Agriculture receive two full days of training for which they are paid \$22, while Enumerators who are instructed in Population only receive two half-days of training for which they are paid \$12. A further half-day of Review training is required of all Enumerators on June 2nd (see Section 13.1). Enumerators must attend all classes plus the Review to be paid.

19.3 Travelling
expenses to
attend
instruction

Transportation expenses are allowable only to Enumerators who have to travel outside their headquarters area to attend the training class (i.e., outside the area served by local street car or bus transportation). Train or bus fare will be allowed under these conditions. In cases where public transportation is not convenient, however, a mileage rate of 10 cents per mile is allowed. When more than one Enumerator is coming from the same location to the training class you should arrange for all to travel in one car to minimize travel costs. Note that when two or more Enumerators travel in the same automobile, only one person will be allowed to claim mileage.

19.4 Living
expenses to
attend
instruction

Claims for room and board are not allowable to Enumerators who receive the two half-days of instruction. Enumerators receiving the two full days of training will be allowed their living expenses only if they have to travel outside their headquarters area to attend the class. If, because of distance or travel difficulties an Enumerator must remain overnight at the place of instruction, he will be allowed room and board. Wherever possible, training centres should be so chosen that Enumerators receiving full-day instruction will require, at most, expenditures for their mid-day meals.

- 19.5 Your duty to check expenses It is your duty to see that all charges made by your Enumerators are warranted and reasonable for the locality and that receipts are attached for all lodgings and any other expenditures, except meals and rail or bus transportation. You must satisfy yourself that all entries on the Forms 31 and 34 relating to expenses for instruction purposes, are accurate in all respects.
- 19.6 Enumeration required to receive payment Only in exceptional cases will an Enumerator be paid for receiving instruction if he does not also proceed with enumeration. When an Enumerator resigns, either during or after training, and does not start any enumeration, you must decide whether his account should be submitted for payment. Any accounts submitted with a claim for instruction only must be supported by a statement from you giving the reasons for recommending payment.
- 19.7 Instruction Attendance Record (Form 26) Use Form 26 (Instruction Attendance Record) to record each Enumerator's attendance during the period of instruction and the Class Review. Every Enumerator must attend all training classes, with the possible exception of the Special Enumerators for large hotels and institutions as outlined in Section 12.2. You must retain the completed copies of Form 26 to check the entries in Part 1 of Form 31 (Enumerator's Account Form).
- 19.8 Basic unit rates of pay Enumerators of Types "A", "B", "C", "D" and "E" Enumeration Areas must submit their accounts on Form 31 (Enumerator's Account). They will be paid an amount for their completed enumeration in accordance with the following unit rates:

	<u>Form No.</u>	<u>Unit</u>	<u>Rate</u>
(1) Listing of occupied dwellings	1	Household	.08
(2) Listing of "under construction" dwellings	1	Line	.06
(3) Listing of vacant dwellings	1	Dwelling	.05
(4) Postal Check Card	1C	Dwelling	.03
(5) Population	2	Person	.08
(6) Temporary residents	3	Person	.08
(7) Agriculture (Form 6)	6	Holding	1.00
(8) Agriculture (Form 7)	7	Holding	.07
(9) Merchandising establishment	18	Establishment	.15

Note that unit rates do not apply to the completion of Form 5 (Individual Population Form). This particular Form is designed as an aid to the Enumerator in obtaining the required information for Forms 2 and 3. Unit rates apply only when the Enumerator transfers the information obtained on Form 5 to either Form 2 or 3, as applicable.

- 19.12 - Concluded Expenditures for special means of transportation such as boat or aircraft hire may be required. Where the payment may involve an expenditure which the Enumerator cannot be expected to pay he will obtain an invoice in duplicate from the provider of the services, certify on both copies of the invoice that the services have been rendered and forward them to you. You are to sign both copies of the invoice as recommended for payment and forward them to the Regional Officer for direct payment.
- 19.13 Payments An allowance not in excess of \$10 per day plus expenses is for authorized as payment to an Interpreter or Guide. The employment of Interpreters of an Interpreter or Guide requires written authority (see and Guides Section 9.9). Such authority must be obtained through your ROR to whom you must outline the reasons for the appointment, the probable term of employment, and the estimated total cost for these services. Accounts for Interpreters or Guides must be rendered on Form 33 (Interpreter's and Guide's Account).
- 19.14 Payments Special Enumerators hired for the purposes of the Postal Check for or 1B Follow-up in urban Districts, or for such duties as may be Special authorized, will be paid at the rate of \$1.65 per hour. Such Enumerators authority must be obtained from your ROR. In addition, they will be paid a mileage rate of 10 cents per mile. Accounts of these Special Enumerators must be rendered on Form 36 (Special Enumerator's Accounts).

20. Postal Check

- 20.1 Purpose of operation and Districts involved
- In most urban Districts where there is Letter Carrier service, postal authorities will check the completeness of dwelling coverage obtained by your Enumerators. You will be advised if this operation applies to your District when you receive your training. Letter Carriers will check the addresses of dwellings on the Postal Check Cards (Form 1C) and will insert a Missed Dwelling Card (Form 8) for any dwelling where a Form 1C was not filled in by the Enumerator. You must then arrange to hire one or more of your best Enumerators to visit these dwellings and enumerate the persons in any which are found to have been missed by the original Enumerator.
- 20.2 Extract Postal Check Cards from completed EA's
- As you check the completed EA's returned to you by the Enumerators, extract the Postal Check Cards (Form 1C). Tie the cards, each EA in a separate bundle. For those cities which have postal zones, the zone is to be clearly marked on those EA bundles which are completely in one zone. For all other EA's no marking of the postal zone is required on the bundle. Hold the Postal Check Cards in a temporary file ready for delivery to the local Postmaster. Make certain you do not forward these cards to the Regional Office in your regular shipment of completed EA's. Do not delay forwarding the completed EA's to the Regional Office once you have extracted the Postal Check Cards.
- 20.3 Collect Postal Check Cards from other EA's
- If, through some delay, any of your EA's have not been turned in on June 14, you should contact the Enumerator concerned and arrange to pick up the Postal Check Cards. In the event that the listing of all addresses in the VR has not been completed and Forms 1C prepared, arrange for the Enumerator to complete the listing of addresses, without enumeration, immediately so that you can have all Forms 1C available for the morning of June 17. The Enumerator is to be instructed to then continue with the enumeration.
- 20.4 Deliver Postal Check Cards to Postmaster
- Your ROR will have completed arrangements with the Post Office and will advise you whether you are to deliver the Postal Check Cards to the local Postmaster or whether he will be responsible for doing this. If you are responsible for this task, take along the copies of the Missed Dwelling Cards (Form 8), and the sets of Letter Carrier's Accounts (Form 35) which your ROR has given you. This is to be done on the morning of June 20.
- 20.5 Office check of "missed" addresses
- The postal authorities will insert a Form 8 (Missed Dwelling Card) in its proper location in the deck of Forms 1C whenever they find that a Form 1C is missing for a dwelling. When you or the ROR pick up these forms on June 21 or 22, ensure that the District and EA numbers have been entered on any Forms 8 by the Post Office. Extract the Forms 8 and arrange to have them checked out in the field.



22. Use of EA Record

- 22.1 General comments Pages 47 to 64 of this Manual provide space for recording details regarding each EA in your District. Complete one section for each EA in numerical order upon receipt of this Manual. The details of address and telephone number provide a quick reference for you. Your ROR will be reviewing this EA Record with you on his field visits. Should there be insufficient space for a particular EA use additional sheets and cross-reference them.
- 22.2 Use of EA Record prior to enumeration When checking the plan of your EA's, record any details concerning an EA in the appropriate EA Record (see Section 3.5). Record the time for your interview with the Enumerator after training (see Section 11.1). Review with the Enumerator any problem - make notes for future reference.
- 22.3 Use of EA Record during enumeration If there is a problem at the Class Review, June 2, make a note of it. Record each visit to the Enumerator (see Section 14.4). If you had recorded problem areas, check that these have been covered.
- 22.4 Record absent households accepted If you have accepted the responsibility for any absent households (see Section 16.3), record the household number in the EA Record. If the household is completed and returned to the Enumerator, cross it out. When the Enumerator is turning in his completed EA, check to see if you have any household shown as still outstanding.
- 22.5 Use of EA Record on check-in of Enumerator When reviewing the EA material as outlined in Section 17.3, Paragraph 3, check the EA Record to see that any points noted here have been covered. Record date of receipt in your office of the completed EA material.
- 22.6 Record date of transmittal to Regional Office Record the date this EA was shipped to the Regional Office. All such records will help the Census Division in preparation for future censuses.
- 22.7 Commissioner's comments and suggestions In addition to records regarding individual EA's, we have made provision on Pages 65 and 66 of your Manual for your comments on various phases of the Census. This type of reporting can best be done as the Census progresses. We also welcome suggestions which you, as a Commissioner, can make for our guidance in future Censuses.

Commissioner's Comments and Suggestions

Your comments and suggestions will assist the Bureau in planning for future Censuses. The EA Record gives details of specific problems but there may be general ones as your job progresses which should be made known to us. We have provided headings under which we would appreciate your comments. Feel free to cover other topics and to use additional pages, if required.

C.C. Questionnaire:

Supplies:

Publicity:

Training:

Rates of pay:

Recruitment, selection, retention of Enumerators:

Work-load:

Problems of enumeration:

Adequacy of ROR supervision:

Suggestions:

COMMISSIONER'S CHECK LIST
(See also Sections 17 and 18)

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- Examine all entries on Forms 1 and 2 for every 5th household (i.e., Household numbers 003, 008, 013, 018, etc., - all households ending in 3 and 8). If no errors or omissions, proceed to next check. If errors or omissions, examine all households.
- Complete entries pertaining to you on Page 28 of the VR (Form 1).
- Transfer entries on Page 28 of the VR to Form 10. Steps ① to ⑪ below.

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ENUMERATOR'S TOTALS						CENSUS COMMISSIONER'S CHECK			
Page	Section of page	Persons in dwellings			Section III dwellings		O.K.	Revised	Remarks
		Column 7	Column 8	Column 9	Column 10	Under construction			
3	I								
EA Totals		①	②	③	④	⑦	⑧		

Commissionnaire
retourne
cette
copie
Le Commissaire
conservera la
feuille verte

Census of Canada 1966
COMMISSIONER'S REPORT
OF POPULATION AND DWELLINGS
(For instructions, see reverse side)

FORM
FORMULE **10**
Racensement du Canada, 1966
RAPPORT DU COMMISSAIRE
sur la POPULATION ET LES LOGEMENTS
(Directives complètes au verso)

Province: District: { No. and name }
District: { No. and name }

PART: 1 POPULATION AND DWELLING COUNTS - CHIFFRES DE LA POPULATION ET DES LOGEMENTS

EA No. N ^o de S.D.	Form 1 (Visitation Record) - Formula 1 (Feuille de visites)				Form 2 Formula 2		Form 3 Formula 3			
	Col. 7	Col. 8	Col. 9 (Total)	Col. 10	Occupied dwellings Logements occupés	Dwellings under construction Logements en construction	Vacant dwellings Logements vacants	Close-outs (Col. 15) Conclusions (Col. 15)	Resident population Population résidente	Temporary residents Résidents temporaires
	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩
										⑪

ENUMERATION AREA RECONCILIATION TABLE

Item	Enumerator's EA Totals	Commissioner's EA Totals	Regional Office's EA Totals
Column 9 total			
Persons enumerated on Forms 2		⑩	
Difference			
Column 10 total			
Persons enumerated on Forms 3		⑪	
Difference			
I - Private households		⑤	
II - Collective households		⑥	
Total households			
Households completed by "close-out" (Col. 15)	No. P.C.	No. ⑨ P.C.	No. P.C.

COMMISSIONER'S CHECK LIST - Concluded

4. Verify that a Form 6 has been completed for each Form 2 entry "Yes" in Section C. Examine all entries on Form 6 for Agriculture Questionnaire numbers 2, 7, 12, etc. (every 5th). If no errors or omissions, proceed to next check. If errors or omissions, examine all Forms 6.
5. Sign cover of the VR (Form 1).
6. Verify entries in "Number" column on Form 31 - steps ① to ⑬ below. Check extensions and other entries on Form 31 (and Form 34 if applicable) - make any necessary corrections and sign forms.

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ENUMERATOR'S TOTALS						CENSUS COMMISSIONER'S CHECK		
Page	Section of page	Persons in dwellings				Section III dwellings		Remarks
		Column 7	Column 8	Column 9	Column 10	Under construction	Vacant	
3	1							
EA Totals						③		

PART 2 FOR ENUMERATION - POUR LE DÉNOMBREMENT

Form No. N° de la formule	Unit Unité	Rate Taux	Units submitted Unités soumises		FORM FORMULE 31
			Number Nombre	Amount Montant	
1. Occupied Dwellings (Type I and II households) Logements occupés (Types I et II, ménages)	1 household ménage	.08	①		
2. Dwellings "under construction" (Lines or separate listings) Logements "en construction" (Lignes ou listes supplémentaires)	1 per line per ligne	.06	②		
3. Dwellings (vacant) Logements (vacants)	1 dwelling logement	.05	③		
4. Postal Check Card. Fiche de contrôle postal	1 dwelling logement	.03	④		
5. Population	2 person personne	.08	⑤		
6. Population (Temporary Residents) Population (Résidents temporaires)	3 person personne	.08	⑥		
7. Agriculture	6 holding exploitation	1.00	⑦		
8. Agriculture non-resident (Attach Form 31A) Agriculture non-résident (Formule 31A attachée)	6 holding exploitation	1.00	⑧		
9. Agriculture Listing Form	7 holding exploitation	.07	⑨		
10. Merchandising Commerce	18 establishment établissement	.15	⑩		
11. Allowance in lieu of expenses: Allocation en remplacement de dépenses:					
Type "B" Area Secteur de la catégorie "B"	2, 3 person personne	.02	⑪		
Type "C" Area Secteur de la catégorie "C"	1, 5 person personne	.08	⑫		
Type "D" Area Secteur de la catégorie "D"	2, 3 person personne	.12	⑬		
Type "E" Area Secteur de la catégorie "E"	2, 5 person personne	.22	⑭		
12. Charges for delivery of completed forms where authorized					

ENUMERATION AREA RECONCILIATION TABLE			
Item	Enumerator's EA Totals	Commissioner's EA Totals	Regional Office's EA Totals
Column 9 total			
Persons enumerated on Form 2	⑤		
Difference			
Column 10 total			
Persons enumerated on Form 3	⑥		
Difference			
I - Private households			
II - Collective households			
Total households	⑦		
Households completed by "close-out" (Col. 15)	No. _____ P.C. _____	No. _____ P.C. _____	No. _____ P.C. _____

Timetable of Census Commissioner Duties

Take Stage 1 training - 2 days urban	April 11 - 23
3 days rural	
CD familiarization	April 18 - 29
Line up office and training space	April 18 - 29
Enumerator recruitment	April 18 - 29
Enumerator testing - 1 day	May 2 - 6
Enumerators selected and notified	May 3 - 13
Take Stage 2 training - 2 days	May 9 - 17
Deliver portfolios to Enumerators	May 11 - 20
Give Enumerator training - 2 half-days urban	
3 days rural	X 2
	May 24 - 27
Post-training interviews with Enumerators	May 28 - 31
Enumeration starts	June 1
Conduct Review Class	June 2
Supervise enumeration - urban	June 1 - 15
rural	June 1 - 22
Check in EA returns - urban	June 9 - 15
rural	June 10 - 22
Collect Postal Check Cards	June 16 - 17
Postal Check	June 20 - 21
Postal Check Follow-up	June 23 - 25
Final check EA's - urban	June 10 - 24
rural	June 13 - 30
Clean-up - urban	June 27 - 30
rural	July 4 - 9